

Employee Development Committee Meeting
April 19-20, 1999
National Training Center
Telluride Room
Denver, Colorado

MINUTES

“The EDC is expected to take the USGS to the cutting edge of lifelong learning, making good recommendations, not mundane but, hard hitting and cutting edge”

Cathy Hill

The Employee Development Committee (EDC) meeting was called to order by the Chairperson Nancy Driver at 8:00 a.m. The following members were in attendance:

NAME	TITLE	LOCATION	EDC STATUS
Robert Boulger	Hydrologic Technician	Grand Junction, CO	Member
Betsy Daniel	Hydrologist	Denver, CO	Permanent Support
Pedro Diaz	Supervisory Hydrologist	Guaynabo, PR	Member
Nancy Driver	Supervisory Hydrologist	Denver, CO	Member
Ward Freeman	Associate District Chief	Troy, NY	Guest
Cynthia Harris	Training Specialist	Denver, CO	Executive Secretary
Norman Schmidt	Staff Asst.	Reston, VA	Permanent Support
Samuel Martinez	Computer Specialist	Denver, CO	Member
James Nicholas	District Chief	Lansing, MI	Member
Linda Rann	Human Res Mgt Specialist	Reston, VA	Member
Kenneth Stollenwerk	Hydrologist	Denver, CO	Member
Russel Smith, Jr.	Chief, National Training Center	Denver, CO	Non-Voting Member

The Employee Development Committee (EDC) reviewed progress on a number of the short-term and long-term recommendations that had been established by the Employee Development Ad Hoc Committee. Many of these recommendations have been implemented or have had significant progress since the first EDC meeting in January. However, some recommendations cannot be addressed until the committee has determined its vision and goals. To provide guidance to the EDC and see the “big picture” for employee development Division wide, the EDC started a strategic planning process. The following products were the outcome of the strategic thinking.

The **definition of employee development** is to provide opportunities for an individual to improve employee performance and enhance skills and capabilities that will assist in maximizing their full potential and achieving WRD mission objectives.

The **purpose of the EDC** is to design and maintain an employee development program that provides direction and leadership for employee development in WRD.

The **vision for an employee development program** is where continuous learning is a part of the WRD culture and employees are provided the opportunities to maximize their potential to achieve WRD mission objectives.

The following factors were identified as being critical to the success of the employee development program:

- Employee development has support at all levels in WRD
- Opportunities for employee development must be available at all levels of WRD
- A link needs to be developed between the employee’s training needs and the training opportunity
- Tools need to be provided to implement employee development at the local level
- Available funds are maximized to provide and develop cost-effective training

Strategic goals to implement these factors were discussed.

Action Items from Previous Meeting

A budget management system which tracks all costs associated with National Training Center courses is in place and currently being utilized. System is reviewed monthly;

The name "National Training Center" will remain per HRMC;

Costs for training at the National Training Center have decreased by 1/3 due to the elimination of the equalization cost.

Action Items from this Meeting

EDC gave a presentation to Human Resource Management Committee (HRMC) **April 20, 1999** to update them on EDC's progress to date.

Training Needs Assessment memorandum which describes the process to assess each employee's training needs and will drive the training program this year, is to be used in conjunction with the mandatory employee appraisals and will be signed and sent to WRD employees by **September 1999**.

Employee Development Program Manager position was strongly recommended to be filled as soon as possible **this fiscal year**.

A policy detailing regionally sponsored training will be sent as a WRD Memorandum by **May 1, 1999**;

A WRD memorandum describing the process to prepay for training courses through the Working Capital Fund is being drafted and will be sent by **July 1, 1999**.

The National Training Center will convert "appropriate" courses to computer based instruction. The first course to be converted will be the Employee Orientation Course - Module 3. **Expected completion date September 1999**;

An EDC mailing list will be available at "edc@ntc1serv.cr.usgs.gov" to facilitate communication within the Employee Development Committee. **Activation date: April 26, 1999**

A memorandum announcing the Employee Development Committee will be sent to all WRD offices. **Distribution date June 1999**;

A charter for the standing Employee Development Committee will be in place by **July 1999**;

WRD policy memorandum on use of office time for non WRD sponsored training or self paced courses will be sent to the WRD employees **by June 1999**;

The following sub-committees were formed, (1) District Employee Development, (2) Leadership Development Program, (3) Needs Assessment, (4) Coordination with Discipline Offices, (5) Database, (6) Organizational Issues (7) Critical Needs. ***Reports from the subcommittees will be presented at the June 1999 EDC meeting;***

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The next meeting of the EDC will be held June 14-16, 1999 in Reston, Virginia with a training focus day with the HRMC scheduled for all day June 16, 1999.

Future EDC meetings will be held September 14-15, 1999 and January 2000. Locations to be determined.